

POSITION DESCRIPTION

POSITION TITLE: Girl Scout Leadership Experience Specialist (GSLE)

OPERATING UNIT: Programs

CLASSIFICATION: Full Time/Non-Exempt/Safety
Sensitive

REPORTS TO: Director of Programs

POSITION SUMMARY

This position is responsible for helping execute and offering age-appropriate activities/ badge earning opportunities at the following programs with oversight from the Director of Programs and guidance from the Senior Girl Event Manager: Family Camps, GSLE Pillar Events, Holiday Family DIY Program, Summer Family Series, Council Led Weekends, Certification Weekend, Highest Awards Ceremony, Resident Camp, Day Camp and all Family Programming for GSWESTOK. The GSLE Specialist will also oversee the Bronze and Silver Award Program and be the liaison for the Global Awareness Team Committee. The GSLE Specialist ensures event program offerings are based on the Girl Scout Leadership Experience; customized to address the needs, preferences and interests of today's girls; and implemented to meet designated leadership program outcomes. This position is highly collaborative with the Senior Girl Event Manager and Camp/Outdoor Specialist with oversight from the Director of Programs. This position is creative, adaptable, detail-oriented, available to work evenings/weekends and available to lead programming weekly at Resident Camp and Day Camp. This position is tasked with creating community partnerships that can generate revenue and allow for unique discounted opportunities for girls and troops in our 39-county service area. This position can hold their own portfolio with established revenue goals and sponsorship goals to support Family Camps, GSLE Pillar Events, Family Series, Council Led Weekend and Certification Weekend for GSWESTOK.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Communicate and manage timelines, workflow and responsibilities to effectively execute programs.
- Highly detail-oriented, with a strong ability to identify inconsistencies, ensure accuracy, and maintain high standards across all tasks and deliverables.
- Helps track multiple program budgets with oversight from the Senior Girl Event Manager and Director of Programs.
- Holds own portfolio with established revenue goals and sponsorships to support all programs listed above.
- Maintain vendor management throughout the planning and execution process for all programs.
- Support continued process improvements within planning and execution process.
- Continue to evolve and implement strategic programming planning changes with continual coaching from the Director of Programs.
- Plans and strategizes the delivery of a high-quality, consistent Girl Scout Leadership Experience with the use of volunteers, community assets and varied delivery systems.
- In collaboration with the Senior Girl Event Manager, they help supervise volunteer committees to help implement program events throughout the council jurisdiction.

- Uses resources to keep up to date on industry trends and changes. Works collaboratively across the council to integrate needed changes into all programs. Initiates council-based and district-based events and coordinates efforts with volunteers and staff.
- With oversight from the Director of Programs and collaboration with the Senior Girl Event Manager and Camp/Outdoor Specialist, the team will develop and implement a program delivery plan focusing on development and retention of girl membership participating in programs.
- Will assist the Director of Programs and Senior Girl Event Manager with implementation of marketing plan created by Director of Marketing to promote all GSWESTOK programming.
- With oversight from the Senior Girl Event Manager, will help ensure all applicable pre-and-post outcome assessments and surveys are completed for all programs. Evaluates the effectiveness of programs by soliciting participant feedback, summarizing, analyzing results and formulating recommendations to capitalize on successes and target areas of improvement, event debriefs and providing final event reports.
- Works closely with Senior Girl Event Manager and Camp/Outdoor Specialist when planning all the programs listed above. The team will collaborate and plan together to offer badge earning opportunities, community partnership opportunities and age-appropriate activities that touch all aspects of the GSLE Experience when offering GSWESTOK programming.
- Works in conjunction with the Resource Development Department to support department goals as directed by the Director of Programs as needed.
- Works closely with Camp Trivera Specialist, Senior Operations Manager, Maintenance Specialist and Ekowah Ranger when planning programming at Camp Trivera and Camp Ekowah. Will also work closely with Seasonal Camp Staff from March-August to help with the execution of Resident and Day Camp.
- Develop and maintain community partnerships for program delivery as well as creating partnerships that generate revenue and reach girls in our 39-county service area.
- Professionally and effectively represents the organization by building and enhancing current and future collaborative relationships.
- Actively participates in the development of environments that foster diversity, equity, inclusion and access through words, actions and attitude.
- Performs other duties as necessary or assigned.

REQUIRED COMPETENCIES/SKILLS

- Collaboration and Peer Relationships: Engages in an elevated level of cooperation; acts as a collaborator; can quickly find common ground and solve problems, for the good of the council; represents his/her own interests and yet also be fair to other groups.
- Integrity and Trust: Interacts in a manner of being direct, compassionate and truthful; Presents the unvarnished truth in an appropriate and helpful manner; keeps confidence; admits mistakes; does not misrepresent him/herself for personal gain; easily gains and maintains the trust and support of peers and planning committees.
- Customer Focus: Displays dedication to meeting the needs, expectations and requirements of all members along with internal and external customers; Demonstrates courtesy and sensitivity; manages and resolves difficult or emotional situations with minimal noise; meets commitments; responds promptly to needs; solicits customer feedback to improve service.
- Planning: Accurately scopes out length and difficulty of tasks and projects; skilled at setting objectives and goals; breaks down work into the process steps and timelines; develops schedules and tasks/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals and evaluates results.
- Job Knowledge: Competent in required job skills and knowledge; displays understanding of how jobs relate to others; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; uses resources effectively.

- Problem Solving: Identifies problems in a timely manner; gathers and analyzes skillfully; develops alternative solutions; resolves problems in initial stages; works well in group problem solving situations.
- Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest.

SUPERVISORY DUTIES

- Supervise volunteers in the delivery of programs to girls and adults.
- Provides mentoring, training, and performance feedback in a timely manner.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree in marketing, strategic communications, business, or other related degree required and would prefer at least (1) year of related work experience.
- Competencies include: Event planning, volunteer relationship building, marketing, customer service

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Oklahoma state driver's license

ADDITIONAL JOB REQUIREMENTS

- Clearance of background check and drug screen.
- Become a registered member of GSUSA.
- Access to reliable transportation.
- Must carry and show proof of 100/300/100 liability coverage on personal vehicle.

REQUIRED SKILLS & ABILITIES

- Organized and detailed orientated with a proven ability to multi-task and meet strict deadlines.
- Self-starter, capable of adapting to any work environment.
- Strong interpersonal skills and team player; strong oral and written communications skills.
- Must be willing to work flexible hours including nights and weekends. Travel as required.
- Strong computer proficiency in Microsoft Office programs to include Word, Excel and PowerPoint.
- Valid OK driver's license, must carry and show proof of 100/300/100 liability coverage on personal vehicle and have continuous use of vehicle.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

- Computer literate with word processing and Excel skills (i.e. Microsoft Office systems); ability to navigate and use Personify and Donor Perfect databases or similar software.

SELECTIVE ABILITIES & PHYSICAL DEMANDS: *The incumbent must be able to perform the following qualifications to be offered and/or maintain employment in this position.*

- Medium (use of force to lift, carry, push, pull objects up to 40 pounds), occasional exposure to adverse environmental conditions, long periods of time standing and walking, weekends and evenings/nights are required at a minimum of 25%.
- Must be able to speak and communicate clearly, such as in public speaking engagements.

WORK ENVIRONMENT

- The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur.

- Due to the nature of this position's need for constant collaboration and nature of program work, this person will not have the ability to work from home. They will have the opportunity to work remotely at times, but not on a consistent schedule.
-

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

As an employee, you are a representative of Girl Scouts Western Oklahoma and people form their impressions of the council in part, based on their interaction with you. Every personal contact is with a current or potential donor to the council, thus the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

Employee Name (Printed)

Employee ID#

Employee Signature

Date

Mission Statement:

**Girl Scouting builds girls of courage confidence
and character who make the world a better place.**